

# **SPILL PREVENTION, CONTROL, AND COUNTERMEASURES BEST MANAGEMENT PLAN**

**Prepared For:**



**NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION  
Central Administrative Support Center  
Kansas City, Missouri 64106**

**NATIONAL WEATHER SERVICE  
Eastern Weather Forecast Office  
1200 Airport Drive  
Burlington International Airport  
South Burlington, VT 05403**

**Prepared By:**



**Tetra Tech EM Inc.  
6100 219<sup>th</sup> Street SW, Suite 550  
Mountlake Terrace, WA 98043**

**Contract Number: 50WCNA906018**

**Tetra Tech Task Order: G1063-0057**

**April 22, 2002**

**SPILL PREVENTION, CONTROL, AND COUNTERMEASURES  
BEST MANAGEMENT PLAN**

**N O A A**

**NATIONAL WEATHER SERVICE**

**Eastern Weather Forecast Office  
1200 Airport Drive  
Burlington International Airport  
South Burlington, Vermont 05403**

Designated Person Responsible for Spill Prevention (DRO):

Printed Name: John Ferguson

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Telephone: (802) 862-8711

The Regional Environmental Compliance Officer (RECO) has reviewed the facility and determined that an SPCC Plan is not required per 40 CFR 112. This Plan is developed strictly as a Best Management Plan. The determination is based on:

       The facility does not exceed capacity.  
  X   The facility meets capacity requirements but, a discharge will not reach navigable waterways.

RECO Printed Name: Lynnette Ansell

RECO Signature: \_\_\_\_\_

Date: \_\_\_\_\_

April 22, 2002

South Burlington, VT

## PART I - GENERAL INFORMATION

### A. GENERAL

This section of the Best Management Plan provides general information about the facility.

**1. Name:**

National Weather Service (NWS) Eastern Weather Forecast Office (WFO)

**2. Date of Initial Operation:**

1996

**3. Location:**

Street: Airport Corporate Center, 1200 Airport Drive  
Burlington International Airport  
City: South Burlington  
State/Zip Code: Vermont 05403

**4. Name and phone number of owner (Point of Contact)**

John Ferguson, Environmental Focal Point **(802) 862-8711**

**5. Facility Contacts**

<u>Name</u>	<u>Title/Role</u>	<u>Telephone Number</u>
John Ferguson	Environmental Focal Point	(802) 862-8711

### B. SITE DESCRIPTION AND OPERATIONS

The facility is located in South Burlington, Vermont, and within the Burlington International Airport terminal. A 1,000-gallon aboveground storage tank (AST) contains a mixture of diesel fuel (60 percent) and kerosene (40 percent). The fuel mixture is used to power an adjacent 175-kilowatt emergency backup power (electric) generator. The emergency generator and a 75-gallon day tank are located within an enclosed steel building. Both the AST and the generator building rest on a concrete slab foundation. The fuel in the AST is pumped as needed to a day tank inside the building that feeds the generator.

The emergency generator is operated approximately 4 to 5 hours per month and is typically used during weather-related power outages. The generator also is operated once per week for maintenance purposes. Approximately 18 gallons per month of fuel are used on average.

Appendix A includes a Tank Ullage and Fueling Log (Appendix A-1) that should be used when fuel is delivered and a Fuel Unloading Procedure Checklist (Appendix A-2) that includes a list of procedures that should be implemented when fuel is delivered.

Drainage from the area of the AST flows to the north and along a small drainage ditch to a sewer inlet within a grassy area. This inlet and other nearby inlets - in the adjacent parking area to the west and airport runways to the east - direct flows to the South Burlington Wastewater Treatment Plant.

The facility maintains a spill kit in the generator building that includes absorbent pads and socks that can be used to divert a small spill. The kit also includes a small container that can be used as a disposal container.

## **PART II - SPILL COUNTERMEASURES AND REPORTING**

### **A. SPILL COUNTERMEASURES**

This section presents countermeasures to contain, clean up, and mitigate the effects of an oil spill that impacts navigable waters or adjacent shorelines.

A spill containment and cleanup activity will never take precedence over the safety of personnel. No countermeasures will be undertaken until conditions are safe for workers. The **SWIMS** procedure should be implemented as countermeasures as follows:

- S** - Stop the leak and eliminate ignition sources.
  - a. Attempt to seal or some how stop leak if it can be done safely.
  - b. Attempt to divert flow away from the drainage ditch with a spill barrier or the contents of spill kit. The spill kit is located in the generator building.
  - c. Eliminate all ignition sources in the immediate area.
- W** - Warn others.
  - a. Yell out "SPILL." Inform the person in-charge at your facility.
  - b. Account for all personnel and ensure their safety.
  - c. Notify contacts and emergency response contractor as described in the following section for assistance in control and cleanup.
- I** - Isolate the area.
  - a. Rope off the area.
- M** - Minimize your exposure. Stay upwind.
- S** - Stand by to assist the emergency response contractor, if necessary.

### **B. SPILL REPORTING**

#### **1. General Notification Procedures for All Spills**

Within 24 hours, the responsible person or designee (DRO on this plan title page) is directly charged with reporting all oil spills that result from facility operations as follows

- a. In the event of an emergency (for example, fire or injury), call **9-1-1** (if "9" is required to obtain an outside telephone line, it may be necessary to dial **9-9-1-1**).
- b. Notify the appropriate persons within your region and line office.

**National Weather Service:**

**Mike Jacob, NWS Environmental Compliance Officer**

**Phone number: (301) 713-1838 Ext. 165, [Jmichael.Jacob@NOAA.GOV](mailto:Jmichael.Jacob@NOAA.GOV)**

**Olga Kebis, NWS Safety Officer**

**Phone number: (301) 713-1838 Ext. 173, [Olga.Kebis@NOAA.GOV](mailto:Olga.Kebis@NOAA.GOV)**

**Kevin Murray, NWS Eastern Regional Environmental/Safety Coordinator**  
**Phone number: (631) 244-0146, [Kevin.Murray@NOAA.GOV](mailto:Kevin.Murray@NOAA.GOV)**

- c. Notify the appropriate Regional Environmental Compliance Officer (RECO) at the NOAA Environmental Compliance and Safety Office Program.

**Lynnette Ansell, Eastern Regional Environmental Compliance Officer**  
**Phone number: (757) 441-6298, [Lynnette.J.Ansell@NOAA.GOV](mailto:Lynnette.J.Ansell@NOAA.GOV)**

- d. **RECO** must determine if Federal or State notification is required and follow up accordingly.

## **2. Cleanup Contractor Notification**

An emergency response contractor should also be notified to assist with the clean up, if necessary. NWS has identified and contacted the following contractors that are available for an emergency response:

<b><u>Contractor</u></b>	<b><u>Phone Number</u></b>
Environmental Products and Services, Inc. Flynn Avenue, Burlington, VT	(802) 862-1212

## **3. Spill Report**

The form in Appendix B should be used to complete a spill report. This form should be sent, preferably by e-mail, to the NOAA representatives listed above.

## **C. Training**

The Environmental Focal Point and an alternate should be trained in spill countermeasures. The alternate should be designated in case the primary person is off site at the time of a spill.

**APPENDIX A**

**TANK ULLAGE/FUELING LOG AND  
FUEL UNLOADING PROCEDURE CHECKLIST  
(2 Pages)**

# APPENDIX A-1

## TANK ULLAGE AND FUELING LOG

Tank Capacity \_\_\_\_\_ gallons

Date	Initials	Gauge Reading	Initial Volume of Fuel in Tank <sup>a</sup> (Gallons)	Available Capacity or Ullage <sup>b</sup> (Gallons)	Quantity Added (Gallons)	Comments

Notes:

- a From gauge reading
- b Available capacity = tank capacity - initial volume of fuel in tank

## APPENDIX A-2

### FUEL UNLOADING PROCEDURE CHECKLIST

Date: \_\_\_\_\_

Tank: \_\_\_\_\_

NWS Representative: \_\_\_\_\_

Supplier: \_\_\_\_\_

✓	ITEM	DESCRIPTION	COMMENT
<b>The following six items must be completed <u>prior</u> to fuel unloading:</b>			
	1	Move spill containment equipment, such as booms or spill barriers, into the unloading area.	
	2	Ensure the audible high-level alarm system and automatic shutoff valve are functioning properly.	
	3	Determine the available capacity (ullage) of the tank by converting the reading on the fuel gauge to gallons (see Appendix A-1). The ullage should then be marked in the fueling log and communicated to the tank truck unloading contractor.	
	4	Block the wheels of the tank truck.	
	5	Place drip pans under all pump hose fittings (if applicable) after the hose is hooked up to the tank and before unloading.	
	6	Ensure the fill nozzle is placed in the appropriate tank appurtenance.	
<b>During unloading</b>			
	7	Ensure that the NWS representative and the tank truck operator remain with the vehicle at all times during unloading.	
	8	Monitor the gauges on the tank and the truck continuously to ensure the ullage is not exceeded. If the audible high-level alarm sounds, the unloading of fuel is stopped as soon as possible.	
<b>After fuel unloading is completed</b>			
	9	Record the amount of fuel unloaded in the log (Appendix A-1).	
	10	Before removing the fill hose from the tank, ensure that it is drained and that all drain valves are closed (if applicable).	
	11	Any fuel accumulated in the drip pans or spill container on the fill pipe should be poured into the tank (if it has the capacity) or disposed of appropriately (describe how it was disposed of, if applicable).	
	12	Inspect the tank truck before removing the blocks to ensure the lines have been disconnected from the tank.	
	13	Remove the blocks from the tank truck wheels.	
	14	Place a copy of this fuel unloading procedure checklist in the Best Management Plan.	



**APPENDIX B**

**SPILL REPORTING FORM  
(1 Page)**

**APPENDIX B  
SPILL REPORTING FORM**

<b>1. GENERAL</b>		
Name of Facility: <b>Eastern Weather Forecast Office</b>	Address: <b>1200 Airport Drive Burlington International Airport South Burlington, VT 05403</b>	
Completed By:	Organization: <b>National Weather Service</b>	
Position:	Phone:	
<b>2. SPILL INFORMATION</b>		
Date:	Time:	
Location at Facility:	Quantity:	
Substance Spilled: <b>Diesel Fuel, Kerosene</b>	Other:	
<b>3. OUTSIDE NOTIFICATIONS</b>		
<b>Agencies/Organizations</b>	<b>Recorder at Outside Agency</b>	<b>Date and Time</b>
Call <b>9-1-1</b> if there is an immediate emergency (Call <b>9-9-1-1</b> if "9" is required for an outside telephone line)		
NWS/NOAA: <b>Mike Jacob: (301) 713-1838, Ext. 165 Olga Kebis: (301) 713-1838, Ext. 173 Kevin Murray: (631) 244-0146 Lynnette Ansell: (757) 441-6298</b>		
<b>4. INFORMATION ON SOURCE AND CAUSE</b>		
<b>5. DESCRIPTION OF ENVIRONMENTAL DAMAGE</b>		
<b>6. CLEANUP ACTION(S) TAKEN</b>		
<b>7. CORRECTIVE ACTION(S) TO PREVENT FUTURE SPILLS</b>		

Note: All information must be filled in. If something is unknown, write "unknown."  
Copies must be sent, preferably by e-mail, to the NWS/NOAA personnel listed above.